Circular Economy Live Projects Forum: Terms of Reference

Purpose

Bring together project teams to share learnings, find solutions, and make practical progress in implementing circular economy principles on live projects.

Forum Membership

The Circular Economy Live Projects Forum (‘the forum’) is open to UKGBC member organisations who are currently working on at least one live construction project explicitly applying one or more circular principle. Members are required to name their project, and the principles they are applying, and provide updates at each meeting on project progress. For continuity of thought and relationship-building, each organisation in the forum will have a named representative to act as their key contact. They will be added to the forum’s Microsoft Teams communication channel, receive meeting invitations, and be expected to attend at least 3 of the 4 annual meetings. Each forum member can have a maximum of two representatives attend each quarterly meeting, with any further attendees only by prior agreement with UKGBC.

Ways of Working

The forum will meet on a quarterly basis, following the inaugural meeting held on 23rd July 2020. UKGBC will provide secretariat for quarterly meetings including organising meeting times, physical/online venues, agendas, note-taking, and chairing of meetings. Quarterly sessions will include updates from all members on their ‘live’ projects (either verbally or in advance by writing); updates from current working groups associated with the forum; industry news on circular economy; presentations and discussions on any pre-agreed ‘key topics’ (to which non-forum members may be invited to take part). Forum members will be asked to submit ideas for ‘key topics’ to ensure content is relevant and timely.

UKGBC will establish a Microsoft Teams group for forum members, to facilitate ongoing discussion and collaboration in-between meetings.

Smaller working groups will be set up when there are specific topics that several forum members wish to make further progress on. UKGBC will help scope and set-up the working groups and help promote the outputs, but the working groups will be member-run. They will be led by an individual from the forum and other individuals from forum members can volunteer to join. Working groups should set clear objectives, outputs, methodologies, and timelines. They will provide progress updates at the quarterly forum meetings but will progress their work outside of the meetings. Each working group will determine its preferred means of communication, be it via email or the setting up of additional Microsoft Teams channels. The initial working group topics will be based on member feedback from the inaugural forum meeting.

Outputs

The forum will aim to have at least one output per quarter. Outputs, including those of the working groups, will be agreed and produced in collaboration between UKGBC and forum members. All outputs must clearly address and reference at least one of the circular economy principles, a forum ‘key topic’ and its objective, and there must be a defined methodology and timeline for their undertaking and completion.

Possible outputs might include, but are not limited to, blogs; thought pieces; guidance documents; case studies; innovation showcases; events.

Further Information

If you have any questions or would like any further information on the forum, please contact lucy.rees@ukgbc.org. At least annually, UKGBC and forum members, will assess the effectiveness of the Forum and these Terms of Reference.